

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER 0069713742		PAGE 1 OF 38	
2. CONTRACT NO. SP4709-17-D-0042		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER SP4709-18-F-0002		5. SOLICITATION NUMBER	
6. SOLICITATION ISSUE DATE		7. FOR SOLICITATION INFORMATION CALL:		a. NAME		b. TELEPHONE NUMBER (No collect calls)	
8. OFFER DUE DATE/ LOCAL TIME		9. ISSUED BY DCSO PH LADELPHIA 700 ROBBINS AVENUE PH LADELPHIA PA 19111 USA Local Admin: Michael Yacobacci PAA1942 Tel: 215-737-7339 Email: Michael.Yacobacci@dla.mil		CODE SP4709		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: _____ % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> EDWOSB NAICS: 541519 <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8 (A) SIZE STANDARD:	
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS Net 30 days		<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING	
14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP		15. DELIVER TO SEE SCHEDULE		CODE		16. ADMINISTERED BY SEE BLOCK 9 Criticality: C PAS: None	
17a. CONTRACTOR/ OFFEROR Comptech Computer Technologies, Inc. 7777 Washington Village Drive DAYTON OH 45459-3993 USA TELEPHONE NO. 9372282667		CODE 3HF12		FACILITY CODE SL4792		18a. PAYMENT WILL BE MADE BY DEF FIN AND ACCOUNTING SVC BSM P O BOX 182317 COLUMBUS OH 43218-2317 USA	
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED. <input type="checkbox"/> SEE ADDENDUM		CODE SP4709			
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY		22. UNIT	
						23. UNIT PRICE	
						24. AMOUNT	
		See Schedule					
25. ACCOUNTING AND APPROPRIATION DATA AA: 97X4930 5CBX 7252013 001 2511 S33189 \$1854449.60				26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$1,854,449.60			
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52 212-1, 52 212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA				<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.			
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52 212-4. FAR 52.212-5 IS ATTACHED. ADDENDA				<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.			
<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED				<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. <u>CompTech's</u> OFFER DATED <u>2017-Oct-10</u> YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH, HEREIN IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR 				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) Digitally signed by AMENDOLIA.ANTHONY.JR.1392851190 Date: 2017.10.18 14:02:08 -04'00'			
30b. NAME AND TITLE OF SIGNER (Type or Print) Allen Stephen President/CEO		30c. DATE SIGNED 10.17.2017		31b. NAME OF CONTRACTING OFFICER (Type or Print) Anthony Amendolia Jr.		31c. DATE SIGNED 10/18/2017	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	

38. S/R ACCOUNT NO.	39. S/R VOUCHER NUMBER	40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (<i>Print</i>)
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	42b. RECEIVED AT (<i>Location</i>)
41c. DATE	42c. DATE REC'D (YY/MM/DD)
	42d. TOTAL CONTAINERS

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eProcurement PO# 8504848485

All the terms and conditions of RFQ SP4709-17-Q-0052 are hereby incorporated by reference into this award. The Government does not incorporate terms or conditions of the contractor's proposal that are inconsistent with the solicitation or the award documents. The award of this task order is in reference to the CompTech's proposal documents dated October 10 ,2017.

IMPORTANT: Invoicing Instructions - When invoicing in WAWF, the quantity and unit price have been flipped. Please put the required dollar amount in WAWF's quantity field and a unit price of \$1.00.

SECTION B

DO Counter: 000001
SUPPLIES/SERVICES: R408-V00000107

ITEM DESCRIPTION:
See Attached Statement of Work.

ITEM NO.	BASIC SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	REF				
	CLIN				
0001	0010 R408-V00000107 Task 1	(b) (4)	UN	(b) (4)	(b) (4)

PRICING TERMS: Firm Fixed Price
PREP FOR DELIVERY:
See Attached Statement of Work.

PERIOD OF PERFORMANCE: 11/01/2017 - 10/31/2018

SL4792
INFORMATION OPERATON RICHMOND
8725 JOHN J. KINGMAN RD
ATTENTION (J613A)
FORT BELVOIR VA 22060-6221
US

GOVT USE						
ITEM	PR	PRLI	External PR	External PRLI	External Material	Customer RDD/ Need Ship Date
0001	0069713742	0001	N/A	N/A	N/A	N/A

SUPPLIES/SERVICES: D399-V00000110

ITEM DESCRIPTION:
See Attached Statement of Work.

SECTION B

SUPPLY/SERVICE: D399-V00000110 CONT'D

ITEM NO.	BASIC REF CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	0002	D399-V00000110 Task 2	(b) (4)	UN	(b) (4)	(b) (4)

PRICING TERMS: Firm Fixed Price

PREP FOR DELIVERY:

See Attached Statement of Work.

PERIOD OF PERFORMANCE: 11/01/2017 - 10/31/2018

SL4792
INFORMATION OPERATON RICHMOND
8725 JOHN J. KINGMAN RD
ATTENTION (J613A)
FORT BELVOIR VA 22060-6221
US

SUPPLIES/SERVICES: D399-V00000110

ITEM DESCRIPTION:

See Attached Statement of Work.

ITEM NO.	BASIC REF CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	0002	D399-V00000110 Task 3	(b) (4)	UN	(b) (4)	(b) (4)

PRICING TERMS: Firm Fixed Price

PREP FOR DELIVERY:

See Attached Statement of Work.

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SECTION B

SUPPLY/SERVICE: D399-V00000110 CONT'D

PERIOD OF PERFORMANCE: 11/01/2017 - 10/31/2018

SL4792
INFORMATION OPERATON RICHMOND
8725 JOHN J. KINGMAN RD
ATTENTION (J613A)
FORT BELVOIR VA 22060-6221
US

SUPPLIES/SERVICES: D399-V00000110

ITEM DESCRIPTION:

See Attached Statement of Work.

ITEM NO.	BASIC SUPPLIES/SERVICES REF CLIN	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004	0002 D399-V00000110 Task 4	(b) (4)	UN	(b) (4)	(b) (4)

PRICING TERMS: Firm Fixed Price

PREP FOR DELIVERY:

See Attached Statement of Work.

PERIOD OF PERFORMANCE: 11/01/2017 - 10/31/2018

SL4792
INFORMATION OPERATON RICHMOND
8725 JOHN J. KINGMAN RD
ATTENTION (J613A)
FORT BELVOIR VA 22060-6221
US

SUPPLIES/SERVICES: D399-V00000110

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SECTION B

SUPPLY/SERVICE: D399-V00000110 CONT'D

ITEM DESCRIPTION:

See Attached Statement of Work.

ITEM NO.	BASIC SUPPLIES/SERVICES REF CLIN	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005	0002 D399-V00000110 Task 5	(b) (4)	UN	(b) (4)	(b) (4)

PRICING TERMS: Firm Fixed Price

PREP FOR DELIVERY:

See Attached Statement of Work.

PERIOD OF PERFORMANCE: 11/01/2017 - 10/31/2018

SL4792
INFORMATION OPERATON RICHMOND
8725 JOHN J. KINGMAN RD
ATTENTION (J613A)
FORT BELVOIR VA 22060-6221
US

SUPPLIES/SERVICES: D399-V00000110

ITEM DESCRIPTION:

See Attached Statement of Work.

CONTINUED ON NEXT PAGE

SECTION B

SUPPLY/SERVICE: D399-V00000110 CONT'D

ITEM NO.	BASIC REF CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006	0002	D399-V00000110 Task 6	(b) (4)	UN	(b) (4)	(b) (4)

PRICING TERMS: Firm Fixed Price

PREP FOR DELIVERY:

See Attached Statement of Work.

PERIOD OF PERFORMANCE: 11/01/2017 - 10/31/2018

SL4792
INFORMATION OPERATON RICHMOND
8725 JOHN J. KINGMAN RD
ATTENTION (J613A)
FORT BELVOIR VA 22060-6221
US

SUPPLIES/SERVICES: D399-V00000110

ITEM DESCRIPTION:

See Attached Statement of Work.

ITEM NO.	BASIC REF CLIN	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0007	0002	D399-V00000110 Task 7	(b) (4)	UN	(b) (4)	(b) (4)

PRICING TERMS: Firm Fixed Price

PREP FOR DELIVERY:

See Attached Statement of Work.

PERIOD OF PERFORMANCE: 11/01/2017 - 10/31/2018

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SECTION B

SUPPLY/SERVICE: D399-V00000110 CONT'D

SL4792
INFORMATION OPERATON RICHMOND
8725 JOHN J. KINGMAN RD
ATTENTION (J613A)
FORT BELVOIR VA 22060-6221
US

SUPPLIES/SERVICES: D399-V00000110

ITEM DESCRIPTION:

See Attached Statement of Work.

ITEM NO.	BASIC SUPPLIES/SERVICES REF CLIN	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0008	0002 D399-V00000110 Task 8	(b) (4)	UN	(b) (4)	(b) (4)

PRICING TERMS: Firm Fixed Price

PREP FOR DELIVERY:

See Attached Statement of Work.

PERIOD OF PERFORMANCE: 11/01/2017 - 10/31/2018

SL4792
INFORMATION OPERATON RICHMOND
8725 JOHN J. KINGMAN RD
ATTENTION (J613A)
FORT BELVOIR VA 22060-6221
US

SUPPLIES/SERVICES: D399-V00000110

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SECTION B

SUPPLY/SERVICE: D399-V00000110 CONT'D

ITEM DESCRIPTION:

See Attached Statement of Work.

ITEM NO.	BASIC SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	REF				
	CLIN				
0009	0002 D399-V00000110 Task 9	(b) (4)	UN	(b) (4)	(b) (4)

PRICING TERMS: Firm Fixed Price

PREP FOR DELIVERY:

See Attached Statement of Work.

PERIOD OF PERFORMANCE: 11/01/2017 - 10/31/2018

SL4792
INFORMATION OPERATON RICHMOND
8725 JOHN J. KINGMAN RD
ATTENTION (J613A)
FORT BELVOIR VA 22060-6221
US

GOVT USE

ITEM	PR	PRLI	External PR	External PRLI	External Material	Customer RDD/ Need Ship Date
0002	0069713742	0002	N/A	N/A	N/A	N/A
0003	0069713742	0003	N/A	N/A	N/A	N/A
0004	0069713742	0004	N/A	N/A	N/A	N/A
0005	0069713742	0005	N/A	N/A	N/A	N/A
0006	0069713742	0006	N/A	N/A	N/A	N/A
0007	0069713742	0007	N/A	N/A	N/A	N/A
0008	0069713742	0008	N/A	N/A	N/A	N/A
0009	0069713742	0009	N/A	N/A	N/A	N/A

SECTION C - SPECIFICATIONS/SOW/SOO/ORD

Section 1: Schedule of Supplies

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Base Period: 11/01/2017 – 10/31/2018					
CLIN	DESCRIPTION	U/I	QTY	UNIT PRICE	TOTAL
0001	TASK 1: Labor (Base Period: 12 Months)	UN	12	(b) (4)	(b) (4)
0002	TASK 2: Labor (Base Period: 12 Months)	UN	12	(b) (4)	(b) (4)
0003	TASK 3: Labor (Base Period: 12 Months)	UN	12	(b) (4)	(b) (4)
0004	TASK 4: Labor (Base Period: 12 Months)	UN	12	(b) (4)	(b) (4)
0005	TASK 5: Labor (Base Period: 12 Months)	UN	12	(b) (4)	(b) (4)
0006	TASK 6: Labor (Base Period: 12 Months)	UN	12	(b) (4)	(b) (4)
0007	TASK 7: Labor (Base Period: 12 Months)	UN	12	(b) (4)	(b) (4)
0008	TASK 8: Labor (Base Period: 12 Months)	UN	12	(b) (4)	(b) (4)
0009	TASK 9: Labor (Base Period: 12 Months)	UN	12	(b) (4)	(b) (4)
Total					\$1,854,449.60

Option Period 1: 11/01/2018 – 10/31/2019					
CLIN	DESCRIPTION	U/I	QTY	UNIT PRICE	TOTAL
1001	TASK 1: Labor (Option Period 1: 12 Months)	UN	12	(b) (4)	(b) (4)
1002	TASK 2: Labor (Option Period1: 12 Months)	UN	12	(b) (4)	(b) (4)
1003	TASK 3: Labor (Option Period 1: 12 Months)	UN	12	(b) (4)	(b) (4)
1004	TASK 4: Labor (Option Period 1: 12 Months)	UN	12	(b) (4)	(b) (4)
1005	TASK 5: Labor (Option Period 1: 12 Months)	UN	12	(b) (4)	(b) (4)
1006	TASK 6: Labor (Option Period 1: 12 Months)	UN	12	(b) (4)	(b) (4)
1007	TASK 7: Labor (Option Period 1: 12 Months)	UN	12	(b) (4)	(b) (4)
1008	TASK 8: Labor (Option Period 1: 12 Months)	UN	12	(b) (4)	(b) (4)
1009	TASK 9: Labor (Option Period 1: 12 Months)	UN	12	(b) (4)	(b) (4)
Total					(b) (4)

Total Proposed Price for Base and Option Period	(b) (4)
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Section 2: PERFORMANCE WORK STATEMENT
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2.1 BACKGROUND

The Department of Defense (DoD) logistics community is requiring more and more data to be available online to support research and 'what-if' scenarios. Defense Logistics Agency (DLA) Transaction Services Logistics Data Gateway (LDG) provides a web-based capability to support these ever-expanding needs. LDG has proven its viability to the DoD community. LDG houses and provides access to the DLA Transaction Services processed data and associated supporting logistics data repositories used by the DLA Transaction Services in the performance of the mission essential functions that are required to edit, validate and route these DoD logistics transactions to their appropriate destination. Standard Commercial Off-The-Shelf (COTS) tools and contractor-developed software are being used to allow users and applications access to information and data that resides at the DLA Transaction Services. These tools provide for the retrieval of required data from multiple data stores within DLA Transaction Services and applying the business rules provided by the individual customer to accomplish the translation and aggregation of DLA Transaction Services managed data for the desired product.

Decision support systems, such as LDG enable DLA Transaction Services to provide an integrated source of data to fulfill Component, Headquarters and Commander In Chief (CINC) level of organizational requirements for aggregate logistics reporting needs. The LDG is a vital element for supplying logistics data from one source that supports aggregate logistics reporting requirements for the DoD. The LDG must support the needs of DLA Transaction Services' customers and be able to provide visibility of the numerous types of DLA Transaction Services managed data and the associated data elements to the users of the LDG.

Initial fielding of the Logistics LDG targeted the following data stores:

- Archive - Historical logistics Transactional data that is passed/processed through DLA Transaction Services;
- Logistics Information Data System (LIDS);

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A subset of the LIDS reports were reviewed and included in the LDG. All of LIDS reports are under review to determine their current effectiveness and need. As processes are modified and enhanced the LIDS, reporting mechanisms have not kept up with new capabilities and technologies. The LDG will provide new mechanisms for generating statistical reports and providing drilldown capabilities into the supporting data. Thus, re-engineering the LIDS will become a long-term process. In the future additional reporting capabilities will be examined for the following data repositories and applications:

- Department of Defense Activity Address Directory (DoDAAD)
- Military Assistance Program Address Directory (MAPAD)
- Master Source of Supply (MSOS)
- Military Standards (MILS) Documents
- Electronic Data Interchange (EDI)
- Logistics On-line Tracking System (LOTS)
- Military Standard Billing (MILSBILLS)
- Military Obligation Validation (MOV)
- Fund Code (FUND CODE)
- Service Oriented Messaging Architecture (SOMA) Reports

2.2 SCOPE

This Performance Work Statement (PWS) is for continuation of work being performed for 'Phase 2' through 'Phase X' of a multiple phased process to continue the LDG analysis and integration requirements for selected DLA Transaction Services managed data stores and to assist DLA Transaction Services in expanding the LDG capabilities. These capabilities include LDG expansion into a fully functional and populated data warehouse/data-mart with an associated data dictionary/metadata repository in support of providing customers ease of access to DLA Transaction Services managed data. Phase 1, Field a Prototype Capability, has been established, and provides a repeatable process using selected toolsets to incrementally add capabilities to the LDG. Phases 2 through 5 include:

- Phase 2 - Expand to Additional Data Stores/Sustainment
- Phase 3 - LDG Warehouse Tuning/Sustainment
- Phase 4 - Support Additional Customer Requirements/Sustainment
- Phase 5 - Full Operational Capability (FOC)/Sustainment
- Phase X - Future Requirements

This Task Order falls under IDIQ RFP: SP4701-15-R-0030 Task Areas:

This Task Order	IDIQ Task
TASK 1 – LDG Project Management	Task Area 10 – Task Order Project Management Support
TASK 2 – LDG Development Implementation, Tuning and Custodial Support	Task Area 2 – Technology Services
TASK 3 – Data Stores, Analysis and Integration	Task Area 2 – Technology Services
TASK 4 – LDG Support	Task Area 2 – Technology Services

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TASK 5 – Military Standard (MILS) Document Elements	Task Area 2 – Technology Services	
TASK 6 – Electronic Data Interchange (EDI Data)	Task Area 2 – Technology Services	
TASK 7 – Develop, Provide and Update Training Support	Task Area 2 – Technology Services	
TASK 8 – Software Maintenance	Task Area 2 – Technology Services	
TASK 9 – Remedy ITSM Application Support	Task Area 2 – Technology Services	
<p>TASK REQUIREMENTS</p> <p>The vendor shall perform the following tasks:</p> <p>2.3.1 TASK 1 – LDG Project Management (Reference IDIQ RFP SP4701-15-R-0030 Task Area 2)</p> <p>Project Management for this initiative shall be an ongoing effort to ensure that this initiative meets all requirements, the products required are delivered by the Change Request/Work Order due date, within budget, and coordination with all stakeholders is maintained.</p> <p>The project plan is a formal, approved document used to manage project execution and project control. The Contractor shall develop, coordinate and maintain a project plan that encompasses all the tasks for the DLA Transaction Services profiles. The plan, at a minimum, should contain:</p> <p>The name of the Contractor project manager</p> <p>The project's organizational strategy and management strategy - what is the life-cycle, what major activities (reviews, tests, etc.), and delivered product</p> <p>A roster of required team members and their functional expertise (identified by name when possible)</p> <p>A manageable breakdown of the total work that will be done during the project provided as a Contractor Work Breakdown Structure (CWBS) with bi-weekly progressions</p> <p>Identify milestones, descriptions and dates</p> <p>Key risks, including constraints (e.g. cost, schedule, etc.) and assumptions and planned responses for each</p> <p>Provide weekly status reports reflecting accomplishments and any issues related to the project, and annual In-Process Reviews (IPRs).</p> <p>Deliverable 1: Status Briefing Deliverable Due Date: As Requested</p> <p>Deliverable 2: Semi-Annual Status Report Deliverable Due Date: Draft+10 Work Days; Final+7 Work Days after Draft</p> <p>Deliverable 3: Annual IPR Briefing Deliverable Due Date: As Requested</p> <p>Deliverable 4: Annual IPR Briefing Minutes Deliverable Due Date: 15th Calendar Day of Month</p> <p>2.3.2 TASK 2 – LDG Development Implementation, Tuning and Custodial Support (Reference IDIQ RFP SP4701-15-R-0030 Task Area 2)</p>		
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The contractor shall assist DLA Transaction Services and provide support in developing, testing, implementing, and oversight of the custodial processes for maintaining the LDG production and development data warehouse environments. This support may include, but is not limited to, designing, developing, augmenting, testing and implementing web accessible databases, upgrading, translating or modifying existing LDG interfaces and implementing required customer defined enhancements. The development platform will be used as a baseline for developing new functions, capabilities, views and testing for migration to the production system. Tuning of the LDG environment will be required to ensure the applications are responsive to customer's demand. Documentation shall include all software used for the web page interfaces, methodologies, new functions, capabilities, test plans and an interface design. The results of this subtask shall be documented in a Data Warehouse/Data-mart Enhancement Capabilities Document.

Deliverable 1: Updated LDG User Manual
Deliverable Due Date: Semi-Annual - Draft+10 Work Days; Final+7 Work Days After Draft

2.3.3 TASK 3 – Data Stores, Analysis and Integration (Reference IDIQ RFP SP4701-15-R-0030 Task Area 2)

The contractor shall provide DLA Transaction Services with database and systems analysis support. This support shall consist of, at a minimum, analyzing current DLA Transaction Services system databases, data stores and data elements. The contractor shall analyze DLA Transaction Services data stores to obtain an insight into the needs and requirements of DLA Transaction Services’ customers. This analysis will provide invaluable information for the LDG system. In addition to using this analysis as a manner of determining the most requested information required by DLA Transaction Services customers, the contractor shall propose and incorporate into their design the best method and appropriate data to populate the LDG. This support may include, but is not limited to, designing, developing, testing and augmenting web accessible databases, upgrading, translating or modifying and testing existing interfaces. Adding additional data stores will permit us to continue to implement an integrated, efficient and responsive capability to access the myriad of DoD logistics data available at the DLA Transaction Services through the use of a Data Warehouse/Data-Mart capability. The contractor shall analyze, develop, test and integrate existing and new data views into the LDG. The results of this subtask shall be documented in a Data Analysis and Integration Document and briefed at the IPR. The contractor shall assist DLA Transaction Services in performing research and analysis, by capturing and providing access capabilities to additional data stores/data elements identified through the subtasks below, specifically the (1) Logistics Information Data Services (LIDS), (2) Military Standard (MILS) documents, and (3) Electronic Data Interchange (EDI) data.

Deliverable 1: Annual IPR Briefing
Deliverable Due Date: As Requested

2.3.4 TASK 4 – LDG Support (Reference IDIQ RFP SP4701-15-R-0030 Task Area 2)

The contractor shall assist DLA Transaction Services in:

- (1) Supporting the current LDG development and production data warehouse/data-mart environments, implementing required customer defined enhancements

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- (2) Performing an analysis of the additional follow-on targeted and new DLA Transaction Services data stores to determine the best method and appropriate data to populate in the LDG, and assist in the analysis, development and integration of new data views
- (3) Oversight of the custodial processes of fielding and maintaining the LDG and the supporting data dictionary and metadata repository for the LDG
- (4) Continued assessment of the 'sizing' of hardware and communications requirements to support enhancements to the LDG
- (5) Providing updated documentation on the LDG processes and capabilities
- (6) Providing training for DLA Transaction Services organic and DoD personnel on the LDG capabilities and keep the LDG Training Manual up to date
- (7) Continued design and development of performance metrics to assist in the evaluation of the effectiveness of the LDG
- (8) Ensuring configuration management is performed and the Configuration Plan is kept up to date
- (9) Performing LDG software maintenance
- (10) Performing LDG software testing
- (11) Providing web services functionality for the transfer of data to and from hosted and alternate production data repositories or sources

Deliverable 1: Updated LDG Training Manual
Deliverable Due Date: Semi-Annual – Draft + 10 Work Days; Final + 7 Work Days after Draft

Deliverable 2: Updated Configuration Management Plan
Deliverable Due Date: Semi-Annual – Draft + 10 Work Days; Final + 7 Work Days after Draft

Deliverable 3: Updated Risk Management Plan
Deliverable Due Date: Semi-Annual – Draft + 10 Work Days; Final + 7 Work Days after Draft

2.3.5 TASK 5 – Military Standard (MILS) Document Elements (Reference IDIQ RFP SP4701-15-R-0030 Task Area 2)

The contractor shall provide DLA Transaction Services with systems analysis support. The contractor shall research and analyze DLA Transaction Services MILS document elements for inclusion in the Extraction Transformation and Load (ET&L) Process. This shall include enhancing and incorporating additional document format layout data elements into the LDG. MILS documents are included, but are not limited to, the DoD 4000 series of manuals.

Deliverable 1: Status Briefing
Deliverable Due Date: As Requested

2.3.6 TASK 6 - Electronic Data Interchange (EDI Data) (Reference IDIQ RFP SP4701-15-R-0030 Task Area 2)

The contractor shall provide DLA Transaction Services with systems analysis support. The contractor shall research and analyze EDI data elements for inclusion in the Extraction Transformation and Load (ET&L) Process. This shall include, but is not limited to, Defense Logistics Management System (DLMS) Supplements to Federal Implementation Conventions (IC)s, as defined in DoD 8190 and on the DLMSO web site of

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<http://www.dla.mil/j-6/DLMSO/Default.htm> and XML and user defined formats (UDF) used in E-Business Gateway.

Deliverable 1: Status Briefing

Deliverable Due Date: As Requested

2.3.7 TASK 7 - Develop, Provide and Update Training Support (Reference IDIQ RFP SP4701-15-R-0030 Task Area 2)

The contractor shall update the training package and assist in conducting training classes to provide instructions to DLA Transaction Services organic and DoD personnel on the capabilities of the LDG. The training package shall include User's Manual and instructions on how to use the various end user views and associated tools to facilitate data extraction and download, report generation and distribution, data view development and implementation. On-site training at other DoD facilities may be required. Training at other DoD facilities will be limited to once a quarter for a period of four (4) days per quarter, including travel time. The training documentation shall continue to be web based, user friendly, provided quarterly and maintained in a current fashion thereafter as new capabilities are fielded until the completion of the contract. The results of this subtask shall be updated semi-annual and documented in an updated Training Development & Support Documentation and briefed at the In-Process Review (IPR).

Deliverable 1: Updated LDG User Manual

Deliverable Due Date: Draft +10 Work Days; Final +7 Work Days after Draft

2.3.8 TASK 8 - Software Maintenance (Reference IDIQ RFP SP4701-15-R-0030 Task Area 2)

The contractor shall provide software maintenance for the existing LDG software solution. This software maintenance shall include but is not limited to: providing analysis on proposed changes/enhancements to the LDG capability and implementing FRB/CCB approved changes. These changes are not limited to only the following:

- to existing transformation algorithms
- software modification caused by changes to the database design
- enhancements to users' data views
- changes to existing standard reports
- changes/enhancements to the user interface
- creation of new reports, software patches, and other preventative maintenance
- administration and management of all contractor-developed software and COTS packages

In the performance of software maintenance services, the contractor shall update all affected documentation and deliver updated documentation under the appropriate deliverable.

Deliverable 1: Updated LDG Maintenance Manual

Deliverable Due Date: Semi-Annual; Draft + 10 Work Days; Final + 7 Work Days after Draft

2.3.9 TASK 9 – Remedy ITSM Application Support (Reference IDIQ RFP SP4701-15-R-0030 Task Area 2)

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Responsible for 24/7 administration support for the DLA Transaction Services BMC RemedyITSM application. Providing requirements analysis and development support for enhancement of BMC RemedyITSM.

Provide development and technical support for the migration and implementation of DLA Transaction Services BMC RemedyITSM to the DLA Enterprise environment. After migration of ITSM to DLA Enterprise is complete, will transition to application support for the Enterprise BMC RemedyITSM. Additionally, will provide application development and enhancement support for the Enterprise BMC RemedyITSM. Application support includes user account management, foundation data management, performance tuning, data loading, business rule customization and enhancements.

Support the following enabled ITSM modules for the DLA environment. This includes configuration of each component, foundation data, supporting Configuration Items (CI), application module permissions, supporting groups and roles.

- BMC RemedyService Desk – Enables comprehensive incident and problem management.
- BMC RemedyChange Management – Manages change and releases across the entire IT infrastructure from data centers to desktops.
- BMC RemedyService Request Management – Used to manage catalog of services to track and manage service levels, service costs, and demand/supply.
- BMC RemedyAsset Management - Manage the entire lifecycle of IT assets (from procurement through retirement) and track the data needed (from logistics to financial budget impact to contractual support).
- BMC Atrium CMDB — Management database that provides a single information source for IT infrastructure.
- BMC Contracting – Contract Management provides a generic contract for tracking basic contract information and lifecycle.

Deliverable 1: Status Briefing
Deliverable Due Date: As Requested

2.4 Task Order Quality Assurance Surveillance Plan (QASP)

In fulfillment of this effort, the Contractor shall provide the deliverables identified in this section. All deliverables shall be submitted to the Contracting Officer’s Representative (COR) / Contracting Officer’s Technical Representative (COTR) for acceptance unless otherwise directed by the Government.

Unless otherwise specified, the Government will review draft deliverables and provide comments back to the contractor or approve or disapprove the deliverable(s). The contractor will have a maximum of ten (10) working days from the day comments are received to incorporate all changes and submit the final deliverable to the Government. All days identified are intended to be workdays unless otherwise specified.

The format for the individual deliverables will be determined through consultation between the COTR and the contractor. The QASP identifies the methods the government will use to measure performance of the service provider against the requirements and performance standards of the PWS. The QASP consists of guidelines for performance surveillance, evaluation, reporting, deficiency notification, and adjustments.

2.4.1 Performance Requirements Summary

The tasks the Contractor shall perform are defined in Section 2.3. All deliverables will be submitted to the COR/COTR for acceptance unless otherwise agreed upon.

The Government will make objective and subjective assessments of the contractor’s performance to determine whether contract performance is at 100%. The contractor is expected to perform all functions in a professional manner and prepare accurate and timely documentation. Progress will be tracked based on the milestone event when the contractor receives a specific tasking. Performance may vary with the complexity of the acquisition and/or technical document. The number of completed actions will be balanced against the quality and timeliness of this output. It is expected that the documentation and

procedures will comply with all major regulatory and process requirements and agency policies and procedures.

2.4.2 Method of Surveillance

The Government will ensure quality assurance and timeliness of all tasks with COR/COTR Inspections and Customer Feedback. The Government will inspect and evaluate performance of each completed task or deliverable required in the PWS.

2.4.2.1 Inspection and Acceptance Criteria

Final inspection and acceptance of all work performed, reports and other deliverables will be performed at the place of delivery by the COR/COTR. All deliverables will be inspected for content, completeness, accuracy, legibility and conformance to contract requirements by the COR/COTR. At the discretion of the Government, inspection shall include validation of information or software through the use of automated tools and/or testing of the deliverables, as specified in the PWS.

If the Government finds that a draft or final deliverable contains spelling errors, grammatical errors, improper format, or otherwise does not conform to the requirements stated within the PWS, the document shall be immediately rejected without further review and returned to the Contractor for correction and re-submission. If the Contractor requires additional Government guidance to produce an acceptable draft, the Contractor shall arrange a meeting with the COR/COTR.

The basis for acceptance shall be compliance with the requirements set forth in this PWS, the Contractor's proposal and other terms and conditions of the contract. Deliverable items rejected shall be corrected in accordance with the applicable clauses. Time and materials items such as travel will be accepted upon receipt of proper documentation as specified in this PWS. Reports and document deliverables will be accepted when all discrepancies, errors or other deficiencies identified in writing by the Government have been corrected to the Government's satisfaction.

The Contractor shall provide electronic copies of deliverables. Electronic copies shall be delivered via e-mail attachment or other media by mutual agreement of the parties. The electronic copies shall be compatible with the current DLA Microsoft (MS) Office products or other applications as appropriate and mutually agreed to by the parties. The Contractor shall use best commercial practices for formatting deliverables under this contract. If the draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version. All of the Government's comments to deliverables must either be incorporated in the succeeding version or the Contractor must demonstrate to the Government's satisfaction why such comments should not be incorporated.

2.4.3 General Acceptance Criteria

General quality measures, as set forth below, will be applied to each work product received from the contractor under the resultant task order. These performance measurements are defined as:

Quality

Accuracy – Work products shall be accurate in presentation, technical content, and adherence to accepted elements of style.

Clarity – Work products shall be clear and concise. Any/all diagrams shall be easy to understand and be relevant to the supporting narrative.

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Consistency to Requirements – All work products must satisfy the requirements of this Performance Work Statement.

Format – Work products shall be submitted in hard copy (where applicable) and in media mutually agreed upon prior to submission. Hard copy formats shall follow any specified Directives or Manuals. All text and diagrammatic files shall be editable by the Government.

Timeliness

Work products shall be submitted on or before the due dates determined/specified between the COR/COTR and contractor or submitted in accordance with a later scheduled date determined by the Government.

2.4.3.1 Fixed Price Performance Based Payments

The following procedures will apply:

The contractor shall submit a monthly invoice for 100% monthly amount for each PWS task. As part of the COR's/COTR's monthly certification process, the COR/COTR will indicate on the invoice submitted the amounts authorized for payment for each task based on the performance measures described herein.

The determination for payment will be made in accordance with the procedures set forth below.

The COR/COTR or his/her designated representative will advise the contractor of what the Contracting Officer's (CO's) authorized amount of payment will be for each month. The contractor may direct questions on any withholding of a payment to the Contracting Officer.

2.4.3.2 Performance Review and Payments

Below are the Performance Standards that will be used in evaluating performance on a monthly basis and in determining the amount of the payment owed to the contractor. These Performance Standards apply to the deliverables listed in Section 2.5 and to all performance under this PWS.

Good – Performance meets or exceeds contract requirements in terms of timeliness and quality. The COR recommends and the Contracting Officer will make a determination to pay the contractor 100% of the applicable price.

Fair – Performance meets contract requirements with either only minor performance issues or minor timeliness issues. The performance and/or timeliness issues do not adversely impact the mission of the Agency. The COR recommends and the Contracting Officer will make a determination to pay the contractor 90% of the applicable price.

Poor – Performance marginally meets contract requirements by at least one of the following: bordering on unacceptability in terms of or quality of performance, bordering on unacceptability in terms of timeliness, or potentially having an adverse impact on the mission of the Agency. COR recommends and the Contracting Officer will make a determination to pay the contractor 80% of the applicable price.

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Unacceptable – Performance has been at a less than acceptable level in terms of timeliness or quality. Possible issues include, but are not limited to: missed milestones, low quality documents requiring multiple reviews and rewrites, significant or serious complaints submitted by the customers, documents that do not comply with acquisition or policy regulations, or one or more cure notices have been issued. Payment of the applicable price will be withheld pending resolution of issues, and following resolution will either not be paid or paid in an amount determined by the Contracting Officer in the Contracting Officer's sole discretion. Termination for default or cause may result.

Timeliness	
Good	Meets or exceeds contract requirements in terms of timeliness of delivery.
Fair	Minor timeliness issues that do not adversely impact the mission of the Agency.
Poor	Timeliness issues that are not minor and/or borders on unacceptability. Adverse impact on the mission of the Agency is possible.
Unacceptable	Contractor fails to meet the timeliness requirements. Possible issues include, but are not limited to; one or more deliverables not submitted on time or missed milestones. One or more cure notices may have been issued by the Contracting Officer.

Quality	
Good	Meets or exceeds contract requirements in terms of quality of work performed.
Fair	Performance meets contract requirements with only minor issues and the issues do not adversely impact the mission of the Agency.
Poor	Performance narrowly meets contract requirements and borders on unacceptability in terms of quality or adverse impact on the mission of the Agency is possible.
Unacceptable	Quality of performance is at a less than acceptable level. Possible issues include, but are not limited to: low quality documents requiring multiple reviews and rewrites, significant or serious complaints submitted by the customers, documents that did not comply with acquisition or policy regulations or one or more cure notices have been issued by the Contracting Officer.

Disincentives are applied for ratings of "Good", "Fair", "Poor" and "Unacceptable" as follows:

Good = 100% payment

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Fair = -10% disincentive

Poor = -20% disincentive

Unacceptable = Termination is considered and No payment will be made

2.5 Deliverables

The Table below identifies the deliverables resulting from the tasks defined in Section 2.3 Task Requirements. All completed deliverables shall be forwarded to the COR/COTR. Contractor shall use best commercial practices for formatting all deliverables under this task order. Electronic copies of all deliverables shall be sent to the COTR via email in Microsoft Office compatible formats. If deliverable exceeds email size limitations, the deliverable shall be sent via Compact Disk (CD). A written monthly status report (in Word format) shall be delivered to the COR/COTR that includes information on problems, items to track, and a list of activities and deliverables completed during the preceding month via email to the COR/COTR.

TABLE 1: DELIVERABLES:

Table 1 identifies the Deliverables resulting from the tasks defined in Section 2.3

Deliverable	Deliverable Reference #	Quantity: No. of Reports/Data Calls	Deliverable Due Date
Status Briefing	2.3.1, 2.3.5, 2.3.6, 2.3.9	1 Soft Copy	As requested
Semi-Annual Status Report	2.3.1, 2.3.5, 2.3.6	1 Soft Copy	Semi-Annual Draft +10 work days; Final + 7 work days after draft
Updated LDG Maintenance Manual	2.3.8	1 Soft Copy	Semi-Annual Draft +10 work days; Final + 7 work days after draft
Updated LDG Training Manual	2.3.4	1 Soft Copy	Semi-Annual Draft +10 work days; Final + 7 work

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			days after Draft
Updated LDG User Manual	2.3.2, 2.3.7	1 Soft Copy	Semi-Annual Draft +10 work days; Final + 7 work days after Draft
Updated Configuration Management Plan	2.3.4	1 Soft Copy	Semi-Annual Draft +10 work days; Final + 7 work days after Draft
Updated Risk Management Plan	2.3.4	1 Soft Copy	Semi-Annual Draft +10 work days; Final + 7 work days after Draft
Annual IPR Briefing	2.3.1, 2.3.3	1 Soft Copy	As requested
Annual IPR Briefing Minutes	2.3.1	1 Soft Copy	By the 15 th calendar day of each month
Contractor Quality Control Plan	2.3.1, 2.5.1	1 Soft Copy	Within 10 business days of contract start date

TABLE 2: PERFORMANCE REQUIREMENTS:**Table 2 identifies the Performance Requirements resulting from the Deliverables in Table 1.**

Deliverable Title	Deliverable Reference #	Surveillance Method and Performance Standards	Surveillance Schedule (Daily, Weekly, Monthly, Quarterly)	Incentive
Status Briefing	2.3.1, 2.3.5, 2.3.6	100% COTR Inspection Performance Standards – see Section 2.4.3.2	Weekly	Timeliness and quality ratings to be assigned pursuant to section 2.4.3.2
Semi-Annual Status Report	2.3.1, 2.3.5, 2.3.6	100% COTR Inspection Performance Standards – see Section 2.4.3.2	Semi-Annually	Timeliness and quality ratings to be assigned pursuant to section 2.4.3.2

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Updated LDG Maintenance Manual	2.3.8	100% COTR Inspection Performance Standards – see Section 2.4.3.2	As required	Timeliness and quality ratings to be assigned pursuant to section 2.4.3.2
Updated LDG Training Manual	2.3.4	100% COTR Inspection Performance Standards – see Section 2.4.3.2	As required	Timeliness and quality ratings to be assigned pursuant to section 2.4.3.2
Updated LDG User Manual	2.3.7	100% COTR Inspection Performance Standards – see Section 2.4.3.2	As required	Timeliness and quality ratings to be assigned pursuant to section 2.4.3.2
Updated Configuration Management Plan	2.3.4	100% COTR Inspection Performance Standards Section 2.4.3.2	As required	Timeliness and quality ratings to be assigned pursuant to section 2.4.3.2
Updated Risk Management Plan	2.6	100% COTR Inspection Performance Standards Section 2.4.3.2	As required	Timeliness and quality ratings to be assigned pursuant to section 2.4.3.2
Annual IPR Briefing	2.3.1	100% COTR Inspection Performance Standards – see Section 2.4.3.2	Annual	Timeliness and quality ratings to be assigned pursuant to section 2.4.3.2
Annual IPR Briefing Minutes	2.3.1	100% COTR Inspection Performance Standards – see Section 2.4.3.2	Annual	Timeliness and quality ratings to be assigned pursuant to section 2.4.3.2
Contractor Quality Control Plan	2.5.1	100% COTR Inspection Performance Standards	As required	Timeliness and quality ratings to be assigned pursuant to

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		-see Section 2.4.3.2		section 2.4.3.2
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2.5.1
Contractor Quality Control Plan (QCP)

The contractor shall submit a QCP within 10-business days of contract start date to the COTR and Contracting Officer Representative (COR). This plan shall describe the contractor’s methodology of compliance with the Deliverables and Performance Requirements Summary outlined above. The COTR will notify the contractor of concurrence or required modifications to the QCP within 10 business days of receipt. The contractor shall make appropriate modifications within 5-business days of the COTR’s notification and provide a revised QCP within 5-business days.

2.6 PERFORMANCE REQUIREMENTS

There are multiple contractors supporting DLA and other DOD activities who are working on similar or related activities. The contractor shall work with these contractors, as required, to satisfy DLA requirements, goals, and objectives as efficiently and effectively as possible. This may include, but is not limited to, sharing or coordinating information resulting from the work required by this PWS and/or working as a team to perform tasks in concert.

The Contractor shall provide sufficient management to ensure that these tasks are performed efficiently, accurately, on time, and in compliance with the requirements of this document. Specifically, the Contractor shall designate a single manager to oversee these tasks and supervise staff assigned to these tasks. The Contractor shall ensure that a Monthly Progress Report is submitted outlining the expenditures, billings, progress, status, and any problems/issues encountered in the performance of these tasks.

The Contractor shall develop a Risk Management Plan that encompasses all the related risks identified to the tasks and identified to the DLA Transaction Services profiles. The plan at a minimum should contain:

- Define methodology for identifying and managing risk that may affect cost, schedule and performance
- Evaluate risk to assess and determine potential outcomes
- Define steps to respond to and mitigation identified risks

In order to ensure a smooth and orderly startup of this contract, it is essential that the key personnel specified in the Contractor's proposal be available on the effective start date of the contract.

The contractor is expected to minimize employee turnover with respect to personnel performing under this Performance Work Statement. The Contractor shall not remove or replace any personnel designated as "key" personnel, without the prior written notification and approval by the Contracting Officer, although the Government recognizes that the contractor cannot compel any individual to remain under its employ. Written notification of the pending substitution shall be submitted to the Contracting Officer no later than (10) calendar days in advance of any proposed substitution and shall include a resume and justification of the proposed substitution(s) in sufficient detail to permit evaluation of the impact on contract performance. The Government will review the resume(s) and justification to ensure compliance with this clause and other requirements contained in this Performance Work Statement. Any replacement personnel proposed shall, at a minimum, be at least as qualified as the individual being replaced.

When working at DLA locations, or other Government locations, the contractor shall work the duty hours of that location. The normal Government work hours are between 0730 and 1730 hours local time, with a 30 to 60 minute lunch period, generally 8 hours per day, Monday through Friday, exclusive of Federal holidays. The Government may require the contractor to work longer hours on given days and/or weekends, depending on operational needs and contingencies, (i.e., installation and testing during non-peak hours).

- This contract is a “non-personal services contract” as defined in FAR 37.101. It is, therefore, understood and agreed that the contractor and/or the contractor’s employees:
- (1) shall perform the services specified herein as independent contractors, not as employees of the Government;
 - (2) shall be responsible for their own management and administration of work required and bear

sole responsibility for complying with any and all technical, schedule, or financial requirements or constraints attendant to the performance of this contract;

(3) shall be free from supervision or control by any Government employee with respect to the manner or method of performance of the services specified; but

(4) shall, pursuant to the Government's right and obligation to inspect, accept, or reject the work, comply with such general direction of the Contracting Officer, or the duly authorized representative of the Contracting Officer as is necessary to ensure accomplishment of the contract requirements.

Identification Badges / Common Access Card (CAC): Every Contractor employee (including those of sub-contracts) is required to obtain an identification card badge (ID Card)/**Common Access Card (CAC)** prior to starting work on this contract. Lost or stolen Contractor employee badges must be reported to security before a replacement ID/CAC card will be issued. **The Contractor will submit a completed DLAH 1728 and DD FORM 2875 (August 2009) to the COTR/COR. The DLAH 1728 (Oct 2004 (EG)) and DD FORM 2875 (August 2009) must filled in using a pdf editor and submitted either via encrypted email or hand carried to the COTR/COR. Completed forms CANNOT BE faxed.**

The DLAH 1728 (Oct 2004 (EG)) and DD FORM 2875 (August 2009) will be provided by the COR at Task Order award. **Note: DD FORM 2875 is only required for elevated / privileged systems access.**

The contractor shall return all government-furnished CAC, Access ID Badges, electronic key cards, and any other government issued passes, e.g., vehicle pass, to the COR/COTR within 24 hours of the completion of the contract or upon termination of an individual's employment, whichever comes first. Contractor personnel failing to return their CAC, Access ID Badges, and electronic key cards are subject to criminal charges under United States Code (USC) Title 18, Chapter 1, Section 499 and 701.

The Contractor will not employ any person whose employment will violate the requirements of DOD5500.7, Joint Ethics Regulation.

All Contractor personnel shall observe local policy and procedures provided by the Office of Information Resources governing the use of computer equipment and passwords. Violations of local policy shall include password sharing, performing personal work, file access violations or browsing files outside the scope of the contract. The Contracting Officer shall adjudicate each case and his/her decision shall be final.

Where the Government has requested removal of contractor personnel, the contractor will provide an appropriately trained replacement. Individuals removed from this task order are removed for the duration of the task order. The contractor will notify the COR/COTR within 24 hours when for reasons of personnel resignations, reassignments, terminations, or completion of portions of the task order, or contractor personnel no longer require access to Government computers.

Contractor personnel **are only** authorized to attend meetings, town halls, etc., as they relate to the performance of the tasks outlined in the PWS.

2.6.1 Personnel Requirements

Resumes and required certifications shall be submitted for all key personnel who will be directly involved in the PWS Requirements and shall be skilled, experienced, professional, or technical personnel consistent with the task-specific requirements of this PWS and in accordance with the requirements of the basic IDIQ RFP:

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SP4701-15-R-0030, including all Amendments and Modifications, Attachment 1 - JETS Labor Category Descriptions. Offerors may propose alternative / substitute labor categories for identified Key Personnel, as long as the offered candidate meets the qualifications identified for the Key Personnel position. **Offerors may propose more than one key personnel for each of the key personnel labor categories identified below. Offers are required to submit copies of resumes and current certifications for all key personnel and all key personnel substitutions proposed in response to this task order PWS. All personnel proposed on this effort shall be key personnel.**

2.6.2 Task Specific Personnel Minimum Requirements

Personnel assigned to this contract shall meet the certification requirements of DoD 8570.1-M for the task to which they are assigned. This includes IA Technical (IAT) level three certification, Computer Network Defense Service Provider (CNDSP) Infrastructure Support certification, and DoD or contractor certification in each IA Tool managed.

Key Personnel Labor Categories anticipated for this Tasking are:

Task Order Project Manager
Software Systems Engineer

TASK ORDER PROJECT MANAGER

Serves as the project manager for a large, complex task order (or a group of task orders affecting the same system) and shall assist the Program Manager in working with the Government Contracting Officer (KO), the task order-level Task Order Managers, Government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner.

Minimum Requirement: Must have five (5) years relevant experience and 5 years of leadership experience with progressively higher responsibility in the public and/or private sector in the IT and/or consulting fields.

Minimum Education: BS or BA or four (4) additional years of related experience.

Task Areas: All

SOFTWARE SYSTEMS ENGINEER

Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system maintenance, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products.

Minimum Experience:

Five (5) years relevant experience

Required Skills:

Must possess IT-II security clearance or have a current National Agency Check with Local Agency Check and Credit Check (NACLC) at time of proposal submission.

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Relevant certification from a nationally recognized technical authority.

Task Areas: 1, 2, 4

2.6.3 Security

2.6.3.1 Access to Classified and Sensitive Information

The provisions listed below apply to the Prime Contractor and any subcontractors the Prime Contractor may employ during the course of this contract.

This Project is categorized as **unclassified**.

Contractors are required to comply with the DoD 5220.22-M National Industrial Security Program Operating Manual (NISPOM) in the handling, protection, and safeguarding of classified information in their possession. Security requirements outside the scope of the NISPOM, if required, will be defined in the accompanying DD Form 254.

Personnel security investigations conducted for access to classified information will be conducted by the contractor company Facility Security Officer (FSO).

2.6.3.2 IT Level Investigation Requirements

Contractor personnel, who perform work on sensitive IT systems or applications will be required to obtain and maintain the appropriate investigation and adjudication or suitability determination commensurate with the information contained within the application or system. Contractor personnel will be assigned to positions which are designated at one of three levels (IT-I, IT-II, IT-III) based on the actions or tasks to be performed. The Contractor shall assure that individuals assigned to the positions of this task order, as determined by the Government, have obtained the proper eligibility as required by DODI 5200.2. The table below defines the labor categories within the contract and the IT-Level position category assigned to each. Note that IT-Level position category designation does not imply or convey access to classified information. Instructions for access to classified information, if necessary, will be included on the DD Form 254 attached to this contract.

Labor Category	IT-Level	Investigation Requirement
Refer to PWS Section 2.6.2	IT-I	Tier 5
Refer to PWS Section 2.6.2	IT-II	Tier 3
Refer to PWS Section 2.6.2	IT-III	Tier 1

DLA requires that all Contractor personnel, assigned to this project shall have attained a favorable outcome to the designated IT investigative requirement assigned to each labor classification and be available to initiate work immediately upon delivery order award. IT-Level position categories are designated based on access to government networks and IT systems and may exceed classified access requirements for this contract.

For IT-I, IT-II, and IT-III positions, the required investigation shall be completed or interim access granted for individuals assigned to sensitive duties. The provisions outlined above apply to the prime contractor and any subcontractors the prime contractor may employ during the course of this contract. In lieu of the correct

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investigations being completed when contract employees start, a waiver may be submitted if no issues exist within the OPM e-QIP Questionnaire for Public Trust Positions. The Contractor shall have the OPM e-QIP forms filled out, with any other requirements (fingerprints taken and, if required, an OF306), and reviewed by DLA Intelligence before officially hiring any Contractor employee into IT positions. Foreign Nationals are only eligible to perform non-sensitive duties and will not be investigated by the US Government.

DLA retains the right to request removal of Contractor personnel, regardless of prior clearance or adjudication status, whose actions, while assigned to this contract, clearly conflict with the interest of the Government. The reason for removal shall be documented in writing by the Contracting Officer. When and if such removal occurs, the Contractor shall within a two to four-week timeframe, assign qualified personnel to vacancy(s) thus created regardless of whether the individual was in a key- or non-key personnel position. Current personnel security investigations conducted for access to classified information may satisfy investigation requirements for IT-Level position investigations. All other IT-Level position investigations will be performed by the DLA Personnel Security Office.

2.6.4 Software

The Contractor shall observe all copyright agreements and shall be held liable for any infringement of copyrighted software licensing agreements and shall compensate the appropriate contractor for each instance of copyright violation. In the interest of protecting Government systems from computer viruses, the Contractor shall not use public domain software nor shall Contractor personnel download software from public bulletin boards. The Contractor shall use only COTS, Contractor-developed, or Government-furnished software in performance of this statement of work. The Contractor shall use the Microsoft Office suite of software for preparation of all documentation required in the delivery order. Should the introduction of a computer virus or malicious destruction of computer software, stored information, or hardware result from the use of public domain software or from software taken from a public bulletin board, the Contractor shall be required to repair the damage at no expense to the Government and without impact on delivery schedules or daily operation.

2.6.5 Data Use, Disclosure of Information and Handling of Sensitive Information (including Personally Identifiable Information)

The contractor will maintain, transmit, retain in strictest confidence, and prevent the unauthorized duplication, use, and disclosure of information. The contractor will provide information only to employees, Contractors, and subcontractors having a need to know such information in the performance of their duties for this project.

Information made available to the contractor by the Government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the written agreement of the Contracting Officer. Contractor personnel will be required to sign a non-disclosure statement.

If proprietary information is provided to the contractor for use in performance or administration of this effort, the contractor may not use such information for any other purpose except with the written permission of the Contracting Officer. If the contractor is uncertain about the availability or proposed use of information provided for the performance or administration, then the contractor will consult with the COR/COTR regarding use of that information for other purposes.

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The contractor agrees to assume responsibility for protecting the confidentiality of Government records which are not public information. Each employee of the contractor to whom information may be made available or disclosed shall be notified in writing by the contractor that such information may be disclosed only for a purpose and to the extent authorized herein.

Performance of this effort may require the contractor to access and use data and information proprietary to a Government agency or Government Contractor which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the Government and/or others.

Contractor and contractor personnel shall not divulge or release data or information developed or obtained in performance of this effort, until made public by the Government, except to authorize Government personnel or upon written approval of the Contracting Officer. The contractor will not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the contractor without such limitations or prohibit an agreement at no cost to the Government between the contractor and the data owner that provides for greater rights to the contractor.

All data received, processed, evaluated, loaded, and/or created because of a task order shall remain the sole property of the Government unless specific exception is granted by the Contracting Officer.

Contractor and contractor personnel shall sign a Non-Disclosure Agreement prior to commencing work on a task order.

**2.6.6
Government Furnished Equipment/Government Furnished Information**

The Government will provide office space and furniture, computer hardware and software, office supplies and telephone support to assigned contractor personnel for on-site work only.

2.7 Travel

The Government does not anticipate any CONUS travel in performance of the resulting task order.

2.8 PLACE OF PERFORMANCE

The primary place of performance will be at the contractor's place of performance and/or Off-Site. Personnel shall be available to support tasks and meetings at DLA Transaction Services, located at WPAFB, 5250 Pearson Road, Area A, Bldg 207, WPAFB, OH 45433.

2.9 PERIOD OF PERFORMANCE

The Period of Performance (POP) shall be for a period of twelve (12) months with an anticipated start date of 1 November 2017 through 31 October 2018. There will be one 12-month option period of 1 November 2018 through 31 October 2019.

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2.10 INVOICING AND PAYMENT SCHEDULE: The Contractor shall invoice no more frequently than MONTHLY. Travel charges, if any, must contain location and dates, and items must be identified by subject; e.g. meals, rental car, and airfare. The invoice should include the specific line items performed on and accepted, and associated performance payments being invoiced for the month. Other invoice requirements are set forth in FAR 52.232-25 and DFARS 252.232-7003.

Contractor shall use the program Wide Area Work Flow-Receipt and Acceptance (WAWF-RA) for Memo of Shipments (MS). WAWF-RA is a web-enabled application that allows contractors to create and send electronic MS receiving reports and/or invoices to government inspectors/acceptors for approval, thereby eliminating paper distribution of MS.

Invoices for services rendered under this contract shall be submitted by the contractor for approval into WAWF no earlier than the 10th business day of every month. Invoices shall be submitted to Acceptor DoDAAC SL4792 for acceptance.

2.10.1. Within seven days of the receipt of the invoice, the COR will review for accuracy, verifying services. Inaccurate invoices will be returned to the contractor within seven days for correction.

2.11 POINTS OF CONTACT

2.11.1 Contracting Officer Representative (COR): Audrey Jewell Brock
audrey.brock@dla.mil

2.11.2 Contracting Officer’s Technical Representative (COTR): Steven Norman
Steve.norman@dla.mil

2.12 CONTRACTOR ALTERNATE WORKSITE AUTHORIZATION

The contractor may be authorized to work at an alternate worksite pending prior authorization from either the COR/COTR or Contracting Officer. Each alternate worksite effort will be for a definitive period as agreed upon by both parties. Working at an alternate worksite shall only be authorized if the COR/COTR or Contracting Officer can adequately determine that the following conditions exist for the contractor:

There must be a predefined need, in keeping with the organization’s mission, for the contractor to work at an alternate worksite.

The existing task order performance outcomes/metrics and delivery requirements remain in effect during performance at the alternate worksite

In case of inclement weather or Federal Government closure, contractors may be authorized to perform tasks from their alternate work site.

If the contractor needs remote access to DLA or DOD networks, systems, applications, or databases, the contractor will establish remote access through the DLA approved remote access system using Contractor Furnished Equipment (CFE) that meets the DLA IA computer standards specified in section 1.20.3. The performance outcomes/metrics and delivery requirements remain in effect along

with security and other requirements during performance at the alternate worksite.

2.12.1 CONTRACTOR CONTINUITY OF OPERATIONS PLAN (COOP) ALTERNATE WORKSITE AUTHORIZATION

The contractor may be authorized to perform at a Contractor alternate worksite, upon declaration of a COOP situation by the Director of the Defense Logistics Agency.

Alternate worksites may be authorized, upon declaration of a COOP situation by the DLA Director. An alternate worksite can be a contractor facility, personal residence, a telecommuting center, or a non-public place. A telecommuting center is a geographically convenient office setting established as an alternate to an employee's main office, residence, or non-public location.

Regardless of work location, all terms and conditions, including security requirements and labor laws, remain in effect.

Unless Mission Essential Functions are specifically detailed in the individual, PWS requirements the services are not considered mission essential.

2.12.2 CONTRACTOR ALTERNATE WORKSITE REMOTE ACCESS REQUIREMENTS

The contractor will ensure that all CFE (hardware and software) required to access DLA networks, systems, applications, and databases meet the following minimum DLA IA requirements and provide periodic certification of compliance as a pre-requisite to being granted network access:

- Utilize only current operating systems (OS) capable of joining an Active Directory domain (e.g., Windows 7 Professional or above). Employment of "home use" operating systems is prohibited;
- Operating systems, databases, and applications must be configured for compliance with the applicable Security Technical Implementation Guides (STIGs) / checklists. The DLA Information System Security Manager (ISSM)/Information System Security Officer (ISSO) will provide a listing of applicable STIGS upon request;
- Employ DOD approved Anti-virus and Anti-Spyware software must be installed and signatures must be updated in accordance with DLA IA policy. Updates must be pushed from a trusted source using a centrally managed server;
- Install a DOD approved host-based firewall configured to permit traffic by exception only, and dropping all other traffic. If the host-based firewall provides intrusion detection or prevention; the signatures or rules must be updated at the same intervals as the anti-virus software and pushed from a trusted source;
- Computers must be scanned with the appropriate DLA vulnerability scanner (or current approved DOD scanner solution) at a minimum of every 30 days. All vulnerabilities must be remediated and reported to the cognizant ISSM;
- Ensure contractor employees possess a current Government issued Common Access Card (CAC) and install Government approved CAC readers and middleware, provided their assignments require access to Government networks;
- Contractor shall verify compliance with the above requirements and provide this information on a monthly basis to the ISSM and COR;

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Install Government approved Juniper VPN or Citrix clients from a trusted source;
The contractor will coordinate with the cognizant ISSM for establishment of employee Active Directory (AD) Group membership.
Network access accounts for contractors using CFE who have not had verified scans performed within the past 30 days will be disabled until the required scans and remediation is performed.

The Government is not responsible for any costs associated with meeting the above requirements.

2.13 DOD 8570.01-M, Information Assurance Workforce Improvement Program

The DOD 8570.01-M, Information Assurance Workforce Improvement Program, requires training and certification for IA duties performed. All contract employees performing IA functions shall meet the requirements in accordance with DOD/DLA guidance. Additionally, all contract employees shall be certified in operating systems on any system on which System Administration duties are performed. Proof of certification shall be provided before Privileged access is granted, at time of proposal/resume submission; this includes, but is not limited to, system administration access, network administration access, router/switch access, firewall access, and Intrusion Detection System access. All documentation required for security certification will be maintained by both the Contractor and the Government. All contract employees will have acquired the necessary certification requirements, per the DOD 8570.01, throughout the entire period of performance of the contract requirements. These certification requirements are not based on position title; they are based on duties. Refer to **Attachment Y: 8570.01-M Certification Matrix; 8570.01-M Approved Baseline Certifications; and Computing Environment Certification List.**

Section 4: Additional Clauses

The following clauses are incorporated into this Task Order:

DFARS 252.219-7009 Section 8(a) Direct Award (SEP 2007)

(a) This contract is issued as a direct award between the contracting office and the 8(a) Contractor pursuant to the Partnership Agreement between the Small Business Administration (SBA) and the Department of Defense. Accordingly, the SBA, even if not identified in Section A of this contract, is the prime contractor and retains responsibility for 8(a) certification, for 8(a) eligibility determinations and related issues, and for providing counseling and assistance to the 8(a) Contractor under the 8(a) Program. The cognizant SBA district office is: Washington.

(b) The contracting office is responsible for administering the contract and for taking any action on behalf of the Government under the terms and conditions of the contract; provided that the contracting office shall give advance notice to the SBA before it issues a final notice terminating performance, either in whole or in part, under the contract. The contracting office also shall coordinate with the SBA prior to processing any

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novation agreement. The contracting office may assign contract administration functions to a contract administration office.

(c) The 8(a) Contractor agrees that—

(1) It will notify the Contracting Officer, simultaneous with its notification to the SBA (as required by SBA’s 8(a) regulations at 13 CFR 124.308), when the owner or owners upon whom 8(a) eligibility is based plan to relinquish ownership or control of the concern. Consistent with Section 407 of Pub. L. 100-656, transfer of ownership or control shall result in termination of the contract for convenience, unless the SBA waives the requirement for termination prior to the actual relinquishing of ownership and control; and

(2) It will not subcontract the performance of any of the requirements of this contract without the prior written approval of the SBA and the Contracting Officer.

FAR 52.219-14 -- Limitations on Subcontracting.

Limitations on Subcontracting (Jan 2017)

(a) This clause does not apply to the unrestricted portion of a partial set-aside.

(b) *Applicability.* This clause applies only to--

- (1) Contracts that have been set aside or reserved for small business concerns or 8(a) participants;
- (2) Part or parts of a multiple-award contract that have been set aside for small business concerns or 8(a) participants; and
- (3) Orders set aside for small business or 8(a) participants under multiple-award contracts as described in 8.405-5 and 16.505(b)(2)(i)(F).

(c) By submission of an offer and execution of a contract, the Offeror/Contractor agrees that in performance of the contract in the case of a contract for --

- (1) *Services (except construction).* At least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern.
- (2) *Supplies (other than procurement from a nonmanufacturer of such supplies).* The concern shall perform work for at least 50 percent of the cost of manufacturing the supplies, not including the cost of materials.
- (3) *General construction.* The concern will perform at least 15 percent of the cost of the contract, not including the cost of materials, with its own employees.
- (4) *Construction by special trade contractors.* The concern will perform at least 25 percent of the cost of the contract, not including the cost of materials, with its own employees.

DFARS 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) *Definitions.* As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) *Electronic invoicing.* The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS [252.232-7003](#), Electronic Submission of Payment Requests and Receiving Reports.

(c) *WAWF access.* To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) *WAWF training.* The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>

(e) *WAWF methods of document submission.* Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) *WAWF payment instructions.* The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) *Document type.* The Contractor shall use the following document type(s).

Invoice as 2-in-1 (Services Only)

(Contracting Officer: Insert applicable document type(s).)

Note: If a “Combo” document type is identified but not supportable by the Contractor’s business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)

(2) *Inspection/acceptance location.* The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

Not applicable

(Contracting Officer: Insert inspection and acceptance locations or “Not applicable.”)

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	SL4701
Issue By DoDAAC	SP4709
Admin DoDAAC	SP4709
Inspect By DoDAAC	

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Ship To Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	SL4792
Service Acceptor (DoDAAC)	SL4792
Accept at Other DoDAAC	
LPO DoDAAC	
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

(*Contracting Officer: Insert applicable DoDAAC information or "See schedule"

if multiple ship to/acceptance locations apply, or "Not applicable.")

(4) *Payment request and supporting documentation.* The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) *WAWF email notifications.* The Contractor shall enter the e-mail address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

Not applicable

(Contracting Officer: Insert applicable email addresses or "Not applicable.")

(g) *WAWF point of contact.*

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

audrey.brock@dla.mil

(Contracting Officer: Insert applicable information or "Not applicable.")

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

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SECTION F - DELIVERIES OR PERFORMANCE

52.247-34 F.O.B. DESTINATION (NOV 1991) FAR